

WHAT IS CLAIMED IS:

1. A sheet processing apparatus comprising:  
a positioning unit arranged to position each of sequentially conveyed sheets at a predetermined position;  
a punching unit arranged to perform punching for a sheet positioned by said positioning unit; and  
a discharge unit arranged to discharge a plurality of sheets punched by said punching unit in a superposed state.
2. An apparatus according to Claim 1, wherein said positioning unit positions a sheet at a predetermined punching position in a direction substantially orthogonal to a conveying direction of the sheet, by grasping both end portions of the sheet in a lateral direction.
3. An apparatus according to Claim 2, wherein said positioning unit comprises a stopper for positioning the sheet at a predetermined punching position in the conveying direction of the sheet by contacting a leading edge of the conveyed sheet.
4. An apparatus according to Claim 3, wherein said stopper is disposed at a portion downstream from said punching unit in a conveying path.
5. An apparatus according to Claim 3, wherein said stopper comprises a contact member disposed so as to be movable between a contact position for

performing the contact operation by contacting the leading edge of the conveyed sheet and a retracting position where conveyance of the sheet is not hindered.

6. An apparatus according to Claim 2, wherein said positioning unit comprises a pair of grasping planes disposed substantially parallel to the conveying direction of the sheet, and wherein at least one of said grasping planes is movable in a direction substantially orthogonal to the conveying direction.

7. An apparatus according to Claim 3, wherein said punching unit punches at least two arranged holes in the sheet, and wherein, after performing a positioning operation according to one of positioning by grasping the both end portions of the sheet in the lateral direction and positioning by said stopper, said positioning unit performs a positioning operation according to the other positioning, based on a relationship between the conveying direction of the sheet and a direction of arrangement of the holes.

8. An apparatus according to 7, wherein said positioning unit performs the positioning operation by grasping the both end portions of the sheet in the lateral direction before the positioning operation by the stopper, when the conveying direction of the sheet is substantially orthogonal to the direction of arrangement of the holes.

9. An apparatus according to Claim 7, wherein said positioning unit

performs the positioning operation by the stopper before the positioning operation by grasping the both end portions of the sheet in the lateral direction, when the conveying direction of the sheet is substantially parallel to the direction of arrangement of the holes.

10. An image forming apparatus comprising:

an image forming unit arranged to form an image on a sheet;

a positioning unit arranged to position each of sequentially conveyed sheets on which images have been formed by said image forming unit, at a predetermined position;

a punching unit arranged to perform punching for a sheet positioned by said positioning unit; and

a discharge unit arranged to discharge a plurality of sheets punched by said punching unit in a superposed state.

11. A method for controlling a sheet processing apparatus for performing punching in each of sheets, said method comprising the steps of:

positioning each of sequentially conveyed sheets at a predetermined position;

performing punching for a sheet positioned in said positioning step; and

discharging a plurality of sheets punched in said punching step onto a tray in a superposed state.